

**CITY OF SANDY SPRINGS
GENERAL GOVERNMENT SERVICES
TASK ORDER**

Title:	Community Development	Task Order Number:	CD-FY20-01
Applicable CLIN:	0007, 0008	Issue Date:	
Period of Performance:		July 1, 2019 – June 30, 2020	
Issued To:			
Requirements (SOW Reference):		WBS 14.0 – WBS 16.0 ¹	
Workload			
<i>Item and Quantity</i>			
Planning and Zoning (WBS 14.0) – Zoning Administration (WBS 14.1)			
Administer City Zoning Ordinance, review and recommend revisions and updates as needed. The City Zoning Ordinance can be found at http://www.sandyspringsga.org/City-Government/Adopted-Ordinances/Zoning-Ordinances.aspx			
Applications Review (WBS 14.2)			
Approximately 195 total permit applications processed per month			
Approximately 4 variance requests processed per month			
Comprehensive Planning (WBS 14.3)			
Maintain City Comprehensive Plan and draft updates as needed. The City Comprehensive Plan can be found at http://www.sandyspringsga.org/City-Government/Comprehensive-Plan.aspx			
Administer an average of \$555,000 annually through the City’s allocation of CDBG funds.			
Administrative and Sign Permitting (WBS 14.4)			
Approximately 10-25 administrative permit reviews per month, completed within 10 business days			
Approximately 1 temporary sign permit reviews per month, completed within 5 business days			
Approximately 1 permanent sign permit reviews per month, completed within 5 business days			
Economic Development (WBS 14.5)			
Recruit business, assist in economic development initiatives, develop statistical data on economic indicators and provide to outside entities, prepare materials to assist in attracting economic development and maintain communications with governmental entities as required.			
Building and Development (WBS 15.0)			
Revenue generated in Building and Development fees for the past 3 fiscal years ² is: \$2,482,713 in 2013, \$2,906,357 in 2014, and \$3,817,492 in 2015. Fees for fiscal year 2016 through April 30 are \$2,652,215. The current schedule of Building and Development fees as adopted by the City are attached to this Task Order as Attachment 2.			

¹ WBS references are to the General Government Services Statement of Work (SOW) attached to this Task Order as Attachment 1.

² The City's fiscal year is July 1 to June 30.

Workload		
<i>Item and Quantity</i>		
Permitting (WBS 15.1)		
Approximately 100 commercial building permits issued per month		
Approximately 200 residential building permits issued per month		
Approximately 3 rezoning/use permit applications processed per month		
Plan Review (WBS 15.2)		
Approximately 32 zoning plan reviews completed per month		
Approximately 198 Building and Development plan reviews per month		
Building Inspection (WBS 15.3)		
Approximately 1,000 building inspections performed per month		
Approximately 43 certificates of occupancy issued per month		
Land Development Management (WBS 15.4)		
Approximately 300 land development inspections performed per month		
Approximately 41 land development plans reviewed and processed per month		
Code Enforcement (WBS 16.0)		
Approximately 160 code enforcement cases per month		
Approximately 100 sign removals in the right-of-way per month		
Approximately 35 other sign removals per month for code violations		
Approximately 120 notices of violation issued per month		
Approximately 2 multi-family dwelling code enforcement sweeps per month		
Approximately 350 potential code violation inspections per month		
Average of 50-60 code violation cases assigned per code enforcement officer		
Average of 45 cases of code violations adjudicated per month		
Approximately 82 code violation cases resolved per month through voluntary compliance		
Average of 31 business days required for case resolution through voluntary compliance		
Approximately 8 cases resolved per month through forced compliance		
Average of 49 business days required for case resolution through forced compliance		
Total case resolution of 80% within the fiscal year of case initiation		
Deliverables		
In addition to the specific data item descriptions below, for all WBS elements under Community Development, the Contractor shall be required to produce documents including, but not limited to, reports, correspondence in all forms (written, e-mail, etc.), plans and updates, as required in the ordinary course of business or as directed by the City Manager.		
<i>Data Item Description</i>	<i>Data Item Number</i>	<i>Submission Frequency</i>
Planning and Zoning (WBS 14.0) – Zoning Administration (WBS 14.1)		
Performance Report	DI-COSS-GS-004	Monthly
Comprehensive Land Use Report	DI-COSS-GS-033	Annually
Application Review (WBS 14.2)		
Performance Report	DI-COSS-GS-004	Monthly

Deliverables		
<i>Data Item Description</i>	<i>Data Item Number</i>	<i>Submission Frequency</i>
Comprehensive Planning (WBS 14.3)		
Performance Report	DI-COSS-GS-004	Monthly

CDBG Programmatic and Financial Progress Report	DI-COSS-GS-035	Monthly	
Administrative and Sign Permitting (WBS 14.4)			
Performance Report	DI-COSS-GS-004	Monthly	
Economic Development (WBS 14.5)			
Performance Report	DI-COSS-GS-004	Monthly	
Building and Development (WBS 15.0) – Permitting (WBS 15.1)			
Performance Report	DI-COSS-GS-004	Monthly	
Pending Permit Application Report	DI-COSS-GS-034	Monthly	
Plan Review (WBS 15.2)			
Performance Report	DI-COSS-GS-004	Monthly	
Building Inspection (WBS 15.3)			
Performance Report	DI-COSS-GS-004	Monthly	
Land Development Management (WBS 15.4)			
Performance Report	DI-COSS-GS-004	Monthly	
Code Enforcement (WBS 16.0)			
Performance Report	DI-COSS-GS-004	Monthly	
Performance Metrics <i>(completed by Offeror)</i>			
Special Considerations			
Key personnel:	<i>ENTER NAME HERE- Building & Development Manager, ENTER NAME HERE -Planning & Zoning Manager, ENTER NAME HERE - Code Enforcement Manager</i>		
City-Furnished Property:	All office supplies, furniture, fixtures, equipment, motor vehicles, and computer hardware and software will be provided by the City.		
Travel:	A cost reimbursable item, as approved by the City pursuant to CLIN 0007 of the General Government Services Base Contract.		
Special Considerations			
Training:	A cost reimbursable item, as approved by the City pursuant to CLIN 0008 of the General Government Services Base Contract. For purposes of this Task Order, the Contractor shall include in its cost calculations the amount of \$81,500 for training.		
Other:	Other cost reimbursable items, as approved by the City pursuant to CLIN 0008 of the General Government Services Base Contract.		
Level of Effort and Fixed Price <i>(completed by Offeror)</i>			
Contract Labor Category	FTEs	FBR³	Labor Category Price

General Government Services Task Order
Community Development

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**ATTACHMENT 1
TO COMMUNITY DEVELOPMENT
TASK ORDER**

STATEMENT OF WORK

See Section J – Attachment 01 for
Statement of Work